

NORWOOD AND DISTRICT MINOR SPORTS INCORPORATED

CONSTITUTION AND MANUAL OF OPERATIONS

(UPDATED MAY 2019)

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**Constitution Last Updated by: Jennifer Stewart, Secretary, May 2019**

ARTICLE I - NAME

a. The name of the association shall be herein referred to as NDMS.

b. All games shall be played under the rules laid down by the EOMHL, OMHA, Leo League and NDMS

ARTICLE II - AIM

To encourage, promote and develop minor hockey in Norwood and District for all youth with mutual respect and consideration for each individual regardless of race, creed, age, sex, financial status or ability.

ARTICLE III - OBJECTIVES

a. To play fairly under all circumstances and all conditions.

b. To give opponents a fair chance and not to take unfair advantage.

c. To win modestly, to tolerate a defeat in good nature, then to do something constructive about it.

d. To not question unduly or dispute official decisions.

e. To voice approval of the good efforts of any team or player.

f. To make as many friends as possible within the Association.

g. To ensure that the use of unfair practices does not decide the outcome of any game.

h. To see that all players be given fair playing time and opportunity during league play.

i. To develop and encourage sportsmanship between all players for the betterment of their physical and social well-being.

j. To do all acts desirable in the furtherance of the foregoing objectives.

ARTICLE IV - OFFICERS

a. The voting members of NDMS, its Executive shall be:

1. Past President

2. President

3. 1st. Vice President

4. 2nd Vice President

5. Secretary/Website

6. Treasurer

7. Ice Scheduler

8. OMHA Contact Person

9. Special Projects/Fundraising

10. Equipment Manager

11. Parent Liason

12. Tournaments Convenor

13. Referee in Chief

14/15. Two Directors

b. The Executive shall be elected annually. In the event of an open/vacated position(s) on the Executive after the annual meeting, the present executive may at its discretion appoint a person(s) to fill any open/vacated position(s).

c. Ex Officio Officers

1. Coach Liason - this position to be filled by application and final decision made by the exectuive.

ARTICLE V - DUTIES OF OFFICERS

a. The President shall act as Association Manager, and shall have power to act on all matters affecting the welfare of the Association. The President shall preside at all General and Executive meetings. The President shall not have power to vote at meetings except where a deciding vote is necessary. The President shall see that the rules and regulations of the Association are strictly enforced. The president shall be ex officio, a member of all Committees.

b. The1st Vice President shall have power to act for the President UN absentia.

c. The Secretary shall be responsible to distribute monthly meeting minutes to all executive and to post one copy in the arena on the bulletin board for public viewing all within 14 days of meeting.

d. The Treasurer shall sign all cheques authorized by the Association and/or it’s Executive. The Treasurer shall have custody of the cash books and accounts of the Association and shall deposit all funds in the depository prescribed by the Executive. The Treasurer will be responsible for preparing a statement upon request by the Executive within a month of such a request. The Treasurer will be responsible for submitting a statement at the annual meeting of the

Association. The President, or in his/her absence, the Vice President, shall sign all Association cheques along with the Treasurer. Financial records and books of the Association shall be reviewed by a 3rd party yearly.

e. Any Executive member who misses two consecutive meetings without just cause, which shall be determined by the executive, may have their position deemed vacant.

f. Any written material distributed and discussed in Caucus will be collected and destroyed by President upon completion of meeting. Only one copy will be kept on file by current standing President.

g. Duties of the Executive Members

PRESIDENT

* Sit on finance committee.
* Represents NDMS on user group agreement committee.
* Looks after Hornet Pins for minor sports.
* Handles complaints and redirects individuals to the applicable executive member.
* Attends all coaches meetings

1ST VICE PRESIDENT

* Represents minor sports with Leo League
* Attend parents’ meetings in absence of Parent Liason
* Attends all coaches meetings

2ND VICE PRESIDENT

* Attends parent meeting when parent liason is unavailable
* Helps Treasurer with Registration
* Organizes year end awards
* In charge if timekeepers, gatekeeper: scheduling and ensures all NDMS games are covered
* Assists secretary with organizing Coach Surveys

SECRETARY

* Record, store and distribute minutes of all executive meetings.
* Notifies executive members of the time and place of meetings
* Provides copies of Constitution to membership and update constitution annually.
* Sends out correspondence concerning NDMS to executive and enrolled families.
* Assists with registration mail outs/emails
* Sits on finance committee.
* Attends coaches meetings and takes and distributes minutes.
* Oversees Police Checks are completed for the organization and advises executive if a member is not approved. Properly files all information to ensure confidentiality
* Received and organizes coach surveys
* Runs and maintains NDMS Website and all other social media
* Updates site with current information from executive and teams
* Looks into and recommends to executive any ideas that can enhance website

TREASURER

* Maintains all financial records for Minor Sports
* Makes bank deposits
* Looks after all funds being deposited and withdrawn from the Minor Sports Accounts
* Provides monthly financial reports for minor sports meetings
* Ensures all teams provide a year-end financial report.
* Sits on finance committee and prepares budget for executive consideration.
* Oversee gate keeper to ensure proper receipt of gate monies, season pass sales etc.
* Oversees and inputs all registrations with help from OMHA rep

OMHA CONTACT PERSON

* Contact and distributor of information from the OMHA.
* E.O.M.H.L. representative attends monthly meetings.
* Source for information for all NDMS team staff.
* Responsible for play-off scheduling and working with ice scheduler.
* Attends OMHA annual meeting as NDMS representative.
* Attends all coaches meetings

SPECIAL PROJECTS AND FUNDRAISING

* Oversees all NDMS fundraising and special events organization
* Organize & Supervise Team Pictures Has mounted for display at the arena
* Assists with the organization of the minor sports golf tournament

EQUIPMENT MANAGER

* Maintains and distributes minor sports equipment, sweaters, pucks, water bottles, socks and 1st aid kits.
* Finds sponsors and renews sponsors for sweaters.
* Keeps inventory of equipment.
* Ensures each team has someone designated to care for equipment assigned to teams.
* Collect all equipment at end of season

PARENT LIAISON

* Deal with parents, players & staff issues/complaints.
* To be present for final tryouts of each Rep team and be available when teams are selected to ensure a smooth transition to respective teams
* Ensure all dealings (teams, parents, players) are communicated to the President.
* Calls on 1st or 2nd Vice when assistance is required or a conflict of interest arises.
* Assists 2nd Vice with Year End Awards
* Attends all Parent Meetings
* Attends Coaches Meetings

REFEREE IN CHIEF

* Has the option to schedule and ensure referees are at all games or to utilize an assigner.
* Deals with any and all referees concerns/issues
* Advises new referees of clinics available
* Supervises all referees during the season.
* Provides tournament conveners with list of officials.
* Provides gate keeper with a listing of all booked officials.

TOURNAMENT CONVENOR

* Submits dates for tournaments for minor sports.
* Prepares all tournament day paperwork and scheduling and hands over to each teams tournament convenor for day of tournament. Each team is responsible for providing a person to oversee the days tournament. (Check-in, game sheets, pay timekeepers/referees, awards)
* Is the contact person for tournaments: collects tournament fees, OMHA rosters & permission forms
* Provides the dates and times needed for ice and mill room to ice scheduler
* Arranges awards for tournaments and their presentation
* Arranges pay for refs and timekeepers for tournaments
* Communicates with tournament sponsor hotels

ICE SCHEDULER

* Prepares tryout schedule.
* Prepares master schedule for games, practices & tournaments.
* Is the NDMS contact with arena in regards to ice issues/conflicts
* Checks and verifies ice time allotment.
* Checks ice invoices versus ice used periodically.
* Post bi-weekly/weekly ice schedules on bulletin board

DIRECTOR #1

* Runs 1 NDMS clinic (PRS, Coaches or Trainer’s certification or re-cert)
* Assists Fundraising/Special Events Chair with fundraising initiatives

DIRECTOR #2

* Runs 1 NDMS clinic (PRS, Coaches or Trainer’s certification or re-cert)
* Assists Fundraising/Special Events Chair with fundraising initiatives

COACH LIASON

* Would co-ordinate the development of coaches & trainers
* Would sit on coaching interview committee and would bring recommendations back to the executive.
* Recommendations to be listed in order of preference, all committee members to sign off on the report to the executive.
* Be familiar and assist the association's under 9 program in implementing the OMHA Programming (Novice and below)
* Run the Monthly Coaches meetings and be the conduit between the Executive Board and the Coaches on a regular basis (i.e. what do the coaches need from the executive, what are the concerns, etc.)
* Work with the OMHA Rep to ensure all coaches, trainers, bench staff have the appropriate certifications
* When a coach is not named for a team- make arrangements for a certified coach to be present on ice with players until a coach is assigned.
* Follow up with coaches periodically throughout the season to see if they require guidance/assistance on any level, practices, game strategy
* Provide coaches with assistance in preparing and implementing practices and game strategies

ARTICLE VI - MEETINGS

a. The Annual Meeting of the Association shall be held on the last Monday in April each year.

b. The meeting is to be advertised in the local newspaper**.** (3 weeks in advance)

c. The Association Officers shall be elected at the Annual Meeting.

d. The Association shall meet regularly each month on the second Monday at 7:00 P.M. except on holidays and will be rescheduled at the discretion of the executive.

ARTICLE VII - VOTING

a. The following are members and are eligible to vote at the AGM of the Association. Currently active Officials, Parents and Legal Guardian of players under OMHA policy who deem Norwood as their home centre.

b. No member of the executive or of its committee’s shall have voting privileges when he/she:

1. is part of the coaching staff of the team or player that is in question or grievance

2. is the spouse or blood relative of the individual in question or grievance

Where a member has an interest in the above that member shall leave the meeting while the voting is taking place.

Where the numbers of members who are remaining are not of sufficient number to constitute a quorum, then the remaining number of members shall constitute a quorum providing more than 1 member remain.

c. Coaches will be recommended by an executive committee.

ARTICLE VIII - EXECUTIVE COMMITTEE

a. The Executive Committee shall consist of the officers of the Association

b. The presence in person of at least one half of the members of the Executive shall be necessary to form a quorum at General Committee meetings.

c. Questions arising at any General Meeting shall be decided by a majority vote.

d. No member of the General committee shall, during the course of a game attempt to overrule an official’s decision by drawing to the official’s attention that he/she does not agree with his decision affecting the game in progress.

e. Any Coach or Manager with a question and/or grievance is free to attend any regular General Meeting to present his/her question and/or grievance.

f. Immediate Past President shall remain on the Executive Committee in an advisory capacity, with full voting privileges.

ARTICLE IX - SPECIAL GENERAL MEETINGS

a. The Executive may, whenever they think fit, and they shall, upon requisition in writing by eight or more accredited members of the Association, convene a Special General Meeting.

b. The requisition shall express the objects of the meeting so called, and shall be delivered to the Secretary of the Association.

c. Upon receipt of such requisition, the Executive shall forthwith convene a Special General Meeting and if they do not convene a Special General Meeting within seven (7) days of receipt of requisition, the Requisitions, or any other (8) accredited members may themselves convene a Special General Meeting.

d. At meetings called in pursuance to a requisition, no business other than stated on the requisition as the object of the meeting, shall be transacted.

e. Only Executive members will be eligible to vote at special general meetings.

ARTICLE X - AMENDMENTS TO CONSTITUTION

a. The Constitution of the Association shall not be altered unless at the Annual Meeting or specially convened General Meetings duly called for that purpose.

b. All proposed alterations with the name of the proposer, must be in writing and received by President/Secretary no later than fourteen (14) days before the AGM or one day after annual awards evening WHICHEVER IS LESS.

ARTICLE XI - REGISTRATION OF PLAYERS

a. All players must be duly registered with the Association.

b. If the Executive of the Association has any doubt as to the eligibility of any players, they shall have the power to call upon such players, or the Divisions to which they belong, to prove to the satisfaction of the Executive that such player(s) is properly eligible to take part in the competition under the jurisdiction of the League, and failing such satisfactory proof, shall have the power to disqualify such player(s).

c. All players who register with NDMS will be required to pay a minimum deposit of a 1/3 to be paid on registration date, as set out by the Association, with the balance being due on November 1st. Any players not paid in full by November 1st may not be permitted on the ice for games or practices until registration is paid in full. When the President, Treasurer,and Past President are in agreement the above mentioned payment schedule can be deviated.

d. Any player who registers after the due date will be subject to a late fee. The amount to be approved by the current executive.

e. Late fees will not be charged to out of district players, upon which it has been determined that no team for their division is available and the player must register at the next closest center, which is Norwood.

ARTICLE XII - FINANCES

a. This Association shall not be conducted for profit.

b. The Executive Committee shall assess such fees as required to cover the cost to operate the various teams.

c. All Teams are entitled to partake in 3 Fundraisers Total per season - either on own or combined with another team of their choosing. Fundraising plans must be submitted to the Secretary for presentation to the executive no later than 2 weeks prior to the monthly NDMS Executive meeting (held 2nd Monday of the Month) The proposals will be reviewed to ensure minimal duplication and that all teams have an equal opportunity to raise funds.  Executive will have final approval.

d. Solicitation for financial assistance will be carried out only for uniforms (when the need arises) and must be sanctioned by the Executive Committee.

e. Solicitations for financial assistance for other purposes may be sanctioned for extenuating circumstance.

f. Surplus of funds at end of any current year shall be retained as a bank balance for the operation of the Association for the next year.

g. Transportation WILL NOT be provided at any level by NDMS

h. Registration rate and annual budgets will be reviewed and approved annually by the executive committee.

ARTICLE XIII - INJURY, LIABILITY INSURANCE

a. All players must be covered by appropriate insurance.

b. All players participating do so at their own risk, and must have the written consent of their parents or guardian to participate.

c. All coaching staff and on ice volunteers must be covered by appropriate insurance, registered by the association

ARTICLE XIV - ALL TEAMS

a. Team staff shall be approved by members of the Executive committee. Said Team staff, are subject to all rules and regulations of Norwood and District Minor Sports Incorporated and may be replaced at any time, if considered necessary, by a majority ruling of the Executive Committee.

b. Team Managers and Coaches shall endeavour to arrange for transportation as and when required.

c. The entire Executive Committee shall be responsible for assisting all Managers and Coaches in scouting players engaged in House League play. All such recommended players shall be given proper tryouts. However all “Rep” & “Local League” team coaches shall make the actual decisions regarding personnel to be carried on their team. Players will be entitled to three (3) tryout sessions be it practices or exhibition games.

d. All Rep Teams shall hold tryouts for their teams regardless of the number of players registered at that level. Teams are expected to carry fifteen players

e. Second entry teams may be formed at the discretion of the executive

f. Any additional player(s) additions after the three tryouts by a coach must first be reviewed by the Executive

ARTICLE XV- TRYOUTS

a. Tryouts shall be conducted in a manner which encourages all eligible players to attend tryouts but respect the level they are best suited to. All Players attending tryouts MUST first register with their home centre. The goal of the tryouts is to identify and place the most qualified players at the highest possible level.

b. Any player wishing to tryout for a Rep team and cannot attend any tryouts needs to make arrangements with NDMS OMHA Rep in writing no later than 1 week prior to the start of tryouts .

c. Any players who choose not to attend any / all tryouts are required to pay current registration fees in full

d. Any player who is registered to tryout and withdraws before the commencement of the season or after the Rep team has been selected shall receive their registration back minus an administration fee of $150.00. If injuries are a factor in the decision to withdraw the executive will consider this on a case by case basis.

e. NDMS has the authority to decline any request of player movement to another division when it causes an overage in the number of players at the level they are requesting or impacts the ability to ice a team at the players appropriate age.

f. Players requesting permission to tryout in a higher division must be in their last year of their appropriate division

g. Requests for movement to a higher division must be made by the parent/guardian no later than1 week prior to start of tryouts for the upcoming season to NDMS OMHA Rep.

h. Players requesting to tryout at a higher division must attend their appropriate age division tryouts as well

i. Players may apply to tryout for the REP team ONLY in the level above. If player is released at the higher level, they must return to their appropriate age division.

j. To allow for fair play of all NDMS players, any underage player granted permission to tryout at a higher level must rank in the top 5 of ability for the team they are trying out for, as determined by an evaluation committee selected by the executive.

k. In order for a player to be eligible as an AP(affiliated player) they must attend the Rep tryout. Exceptions to be reviewed by the executive.

l. In the event NDMS is unable to ice a team at a level due to registration numbers. Player Releases will be given only to those players that have registered with NDMS prior to the decision and have paid their registration.

ARTICLE XVI - DISCIPLINE

a. Players, Officials and spectators are only allowed to take part in, or attend games, on consideration that they observe the rules, regulations and by-laws of the Association. Every player and team official is required to observe such rules, regulations and by-laws.

b. Every team is responsible to the Executive for the action of its players and officials, and is required to take all necessary precautions to prevent spectators threatening or assaulting officials and players during, or at the conclusion of games. No official of any team, referee, linesman or player shall be on any game under the jurisdiction of the Association, and on the contrary shall use every means in their power to prevent betting or objectionable language. In case of a breach of these rules, any player, official or spectator may be removed from any game.

c. The Executive Committee shall have the power to deal with any player or member of any group in an official capacity whose conduct is objectionable.

d. BEHAVIOURIAL POLICY

OBJECTIVE: We represent our self, team, NDMS, town and our sport. A bad impression is hard to erase. We want to discourage obvious misuse of profanity and inappropriate behaviour on the ice, coming off the ice, in the dressing room, in the arena of spectators and at out of town facilities.

A disciplinary committee has been formed to address all valid written reports made regarding the above Behavioural Policy. The committee consists of three people: President, Past President and Parent/Coach Liaison. If conflict of interest is declared among these three, the alternate will be 1st Vice President.

An incident can be reported by a team official, executive member, parent or spectator to any of the above three committee members, and must be in writing using Behavioural Incident Form (available from these committee members), email or letter. It must be in writing, verbal reports will not be acted upon.

Upon receiving a valid reported incident, the identified person (player or team official) will be notified by committee member, the identified person will be given right to attend a hearing dealing with the reported violation of Behavioural Policy. The Behavioural Policy Committee is committed to dealing with valid reports in a swift and efficient manner, rendering a decision with day(s) in writing.

Disciplinary Action will be as follows:

1st Offence Minimum 1 Game Suspension\*

2nd Offence Minimum 2 Game Suspension\*

3rd Offence Minimum 3 Game Suspension\*

Also subject to Full Executive Review (Possible Season Suspension - with No Refund).

If we all work together, there will be no need for this policy to be acted upon.

e. The contents of Article XV Section D, above, shall apply to all team officials, players and spectators either at home or away from home.

f. All players shall show the utmost respect for property both at home and away. Players failing to do so shall be subject to suspension by the officers of the Association.

g. A member of the Executive or Executive Committee shall not cause to have published through any news media the name of any coach, players, or officer that the Executive have seen fit to suspend for breach of rules.

ARTICLE XVII - COMMITTEES

The Committees for this Association shall be:

1. Special Projects Publicity & Fund raising

2. Equipment (Hockey)

3. Parental Relations

4. Referee-in-chief

5. O.M.H.A. Tournament Convenor

6. Contact (Hockey)

7. House League Convenor /Ice Scheduler

8. House League Convenor

ARTICLE XVIII - OPERATING RULES

a. Any unusual set of circumstances are to be reported to the President immediately following the game in which such events took place. Note: If President cannot be reached, contact 1st Vice President.

b. There may be movement of player from one Rep & Local League team to designated Rep & Local League team above, providing no player from Rep & Local League teams sit outs. The above Rep & Local League team coach; must call or approach the lower team coach for consent. Any disputes must be brought before the President.

c. Any game time or practices that are not going to be used must be reported to the Ice Scheduler, at least forty- eight (48) hours before scheduled ice time. These valuable ice times can be given to other teams for practice, make-up games or for outside rental.

d. Every Manager will receive a copy of the rule book. It is wise for both coach and manager and other team officials to make an attempt to digest as much as possible from it.

e. NDMS will adopt a Harassment and Abuse Policy that will reflect OMHA guidelines.

ARTICLE XIX - DUTIES OF THE MANAGER

a. The Manager must make sure that the game sheet is signed by both teams, and depending on home or away games, make sure it is delivered to the appropriate time-keeper.

b. The Manager must be cooperative with the opposing teams and officials as he/she is a Norwood representative.

c. The Manager must make sure that his/her players are notified about practice times, game times, tournaments and exhibition games.

d. Team sweaters are the responsibility of each “Team Equipment Person” should be taken after each game by the Team Equipment Person Manager to be dried out, washed when needed and properly looked after. At the end of the season the sweaters must be washed and given to the Equipment Manager, within fourteen (14) days of the conclusion of their season. All other equipment must be given to the Equipment Manager at the same time.

e. The Manager must make sure that the dressing rooms are in order after practices and games. If any disorder is found before the dressing room is used, it should be reported to the Arena Manager.

f. After every home game, the manager is to make sure electronic game sheets are sent. In the event they are undeliverable, the manager will contact the convenor to let them know.

g. The manager shall report within 48 hours all Game Misconducts, Gross Misconducts & Match Penalties for all games to the OMHA Contact Person. Report can be verbal or written

h. Submit team fundraising proposals to the NDMS Secretary for Executive approval no later than 2 weeks prior to the monthly NDMS Executive meeting (held 2nd Monday of the Month)

i. Managers are to maintain team financial reports for the entire season. This report is to include all money taken in and paid out by the team, all costs incurred and must balance out at zero at end of the season. Such reports should be available at any time for members of the team or executive to view.

ARTICLE XX - DUTIES OF THE COACH

a. To teach fundamentals and be an inspirational leader to his players and use programs recommended by the Executive.

b. To run his practice in an efficient manner so that no player is standing around, but moving as much as possible.

c. All practices should be pre-planned to avoid any delay.

d. A coach should not have to take any abuse from parents and any such happening should be reported to the Parent Liason or President.

e. Too provide his players with balanced playing time during exhibition, league and tournament games with the aim to develop a whole team so that when participating in playoffs the need to shorten your bench may not need to occur as often.

f. Coaches and managers are to remember that movement of players will not be allowed. When conflicting games exist between teams a player must play for the team he is registered with. The affiliation rules as set out in the O.M.H.A. manual of operations shall be followed.

ARTICLE XXI- CRIMINAL RECORDS CHECKS

a. It is mandatory that all NDMS volunteers 18 years of age and older assisting with any team (Rep, LL, IP Development) Or as an executive member MUST complete a Criminal Record Check with a Vulnerable Sector Check each year.

b. All volunteer applicants shall provide their completed forms in a sealed envelope to the NDMS Secretary. Checks can only be opened and viewed by the secretary, where it will be reviewed to ensure each member is in good standing to volunteer

c. Only in the circumstance that the volunteer is ineligible to volunteer - will the volunteers name be given to the executive but reason for ineligibility cannot be shared.

ARTICLE XXII- AWARDS

When funds permit:

a. Awards will be presented annually at a special awards ceremony, the date of which will be set by the Executive Committee.

b. Each award will be an individual trophy along with the winning player’s name being inscribed on the plaque in the Arena. The award for each team will be present in recognition of the following:

1. IP Most Improved
2. Novice A, AE and LL Most Valuable Player
3. Atom A, AE and LL Rookie of the Year
4. Peewee A, AE and LL Ability and Conduct
5. Bantam A, AE Most Valuable Player
6. Bantam LL Most Desire
7. Midget A, AE Best Defensemen
8. Midget LL Most Desire
9. Juvenile Most Consistent
10. Junior Goaltenders Rep Novice to Peewee
11. Senior Goaltenders Rep Bantam to Juvenile
12. Junior Scoring Rep Novice to Peewee
13. Senior Scoring Rep Bantam to Juvenile
14. Junior Goaltenders LL Novice to Peewee
15. Senior Goaltenders LL Bantam to Juvenile
16. Junior Scoring LL Novice to Peewee
17. Senior Scoring LL Bantam to Juvenile
18. Athlete of the Year Dale Ryan Memorial
19. Retiring President
20. Retiring Executive (Optional)
21. Most Improved Players Designer Trophies - Playoffs
22. Midget Ability & Conduct Bob & Elaine McCulloch Memorial
23. Juvenile Most Valuable Player James Keeping Memorial
24. Sportsmanlike Conduct & James Lytle Memorial

Academic Ability-Bantam

c. Special Awards shall be presented as follows:

1. OMHA CHAMPIONS

Individual trophies to each team member.

2. OMHA CHAMPIONS

Financial assistance will be considered up to a maximum of $50.00 towards purchase of jackets for each carded member of team. Executive will base their financial assistance consideration on the present year’s financial statement. Players playing on two winning teams (same sport) will only be given financial consideration for one jacket, provided they have played (10) games with winning team.

3. LL Champions

A championship banner to be purchased for all A Championship LL Teams

4. Dale Ryan Trophy:

Norwood & District Athlete of the year, not necessarily to have gone through the NDMS organization.

5. James Keeping Memorial Trophy

Award presented in memory of James Keeping. Awarded to the MVP of the most Senior Team iced that season. A plaque and keeper trophy donated by the Keeping family.

6. Norwood Minor Sports Honour Award

Presented annually at Minor Sports Awards, a keeper plaque to recipient and honour plaque to be installed at the Arena, in recognition of contributions to Norwood Minor Sports.

7. David Andrews Memorial – Bursary

Presented annually at the Minor Sports Awards. The purpose of the fund is to provide financial assistance for the post secondary education of young people from our community who have played hockey in the local minor hockey system. Award, plaque and cheque presented by Brian & Jacquie Andrew and a representative from NDMS.

ARTICLE XXIII – TOURNAMENTS

a. Tournaments will be hosted annually. As approved by the executive

b. The Tournament Convener, the Coach and Manager of the host team will organize and operate the tournament.

c. Other tournaments may be hosted subject to the approval of the Executive.

d. The tournaments Convener shall submit a listing of tournament dates to OMHA by September 15th deadline as dictated by OMHA and request necessary permits to operate same.

e. Complete set of Tournament Game Sheets along with any special playing rules of tournament are to be provided by tournament convener to EOMHL Convener of division involved, immediately following tournament.

f. Teams not hosting a tournament shall be entitled to the amount of the entry fee NDMS charges teams to enter a tournament. Teams that pay lower registration rate for hockey shall be entitled to an appropriate percentage of an entry fee based on registration fees. Money must be used to enter a tournament.

g. Tournament Advances - Teams are entitled to one (1) tournament advance per season. The advance is to be paid back to the Treasurer within 60 days of payout.

**NDMS Registration Refund Policy**

**Regular Season Registration Fees**

* All refund requests must be received in writing and given to the President for consideration/approval by the NDMS executive
* No refund request will be considered after November 30th of the current registration year.
* All refunds are subject to $150.00 administrative fee
* All refunds requested due to medical, relocation(proof required) or personal purposes must be made in writing to the attention of the President for approval by the NDMS Executive. Each request will be considered on a case by case basis. Refunds will not exceed 50% of registration fees paid/due

**Refund Request for first Year IP**

* Full refund of registration less $50.00 admin fee - Provided request is made in writing prior to December 1 of the current registration year.

**Refund Requested in writing prior to the start of REP TEAM TRYOUTS:**

* Full refund of registration less $50.00 admin fee

**Refund Requested in writing prior to the start of season or after Rep team has been selected is indicated in our constitution as follows:**

ARTICLE XV- TRYOUTS

d. Any player who is registered to tryout and withdraws before the commencement of the season or after the Rep team has been selected shall receive their registration back minus an administration fee of $150.00. If injuries are a factor in the decision to withdraw the executive will consider this on a case by case basis.